



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202

IMAH-HRD-A

JUN 27 2006

MEMORANDUM FOR ALL US Army Installation Management Agency Personnel

SUBJECT: US Army Installation Management Agency Policy Memorandum #1,
Publishing and Maintaining Policy Memoranda

1. REFERENCE. AR 25-50, Preparing and Managing Correspondence, 3 June 2002.
2. PURPOSE. To provide guidance to all US Army Installation Management Agency (IMA) personnel on the publishing and maintenance of IMA policy memoranda.
3. APPLICABILITY. These procedures are applicable to all personnel assigned to and/or under the operational control of IMA. This policy memorandum supersedes IMA policy memorandum #1, June 23, 2003.
4. POLICY. The Human Resources Division (HRD), Chief, Administrative Services Branch (HRD-A), at HQIMA will be responsible for publishing, distribution and maintaining a file of policy memoranda applicable to IMA. These memoranda will be applicable to HQIMA, all IMA Region Offices (ROs) and all installations managed by IMA.
5. PROCEDURES.
 - a. All IMA policy memoranda will follow the format at Enclosure 1. The official symbol will be the HQIMA proponent office that drafts the policy. The HRD-A will assign the policy number. The policy POC should be a position title rather than an individual's name. Memoranda will be prepared in 12-point Arial font. Pages will be numbered beginning with page 2 on the bottom center of the page. Policy memoranda will be formal memoranda on HQIMA letterhead stationary.
 - b. All draft IMA policy memoranda will be staffed through all HQIMA divisions and special staff offices for comments. When deemed appropriate by the policy proponent or when directed by the HQIMA Chief of Staff, draft policies will also be staffed through the ROs. Recommendations not incorporated into the policy should be discussed with the office making the recommendation.
 - c. The HRD-A will send copies of approved IMA policy memoranda to all HQIMA divisions and separate staff offices and all ROs. The ROs will make distribution to their respective installations. Copies will also be posted in a read-only Approved IMA

IMAH-HRD-ASB

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Policy Memoranda file on the HQIMA J Drive, and will also be posted on the IMA and AKO websites.

d. The HQIMA proponent of each memorandum will review the policy for higher headquarters compliance, accuracy and relevance not less than annually and initiate changes as required. Any IMA employee or contractor may submit recommendations for changes to any IMA policy memorandum, at any time, to the designated proponent of the policy memorandum.

e. HQIMA Division and Separate Office Chiefs, Region Directors and IMA Garrison Commanders will ensure all IMA personnel are aware of IMA policy memoranda.

6. PROPONENT. The Human Resources Division is the proponent for this IMA policy. POC is the Chief, Administrative Services Branch, Human Resources Division, comm. 703-602-2262, or DSN 332-2262.



JOHN A. MACDONALD
Brigadier General, USA
Director



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IMAH-XXX (Office Symbol of Proponent)

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MEMORANDUM FOR ALL US Army Installation Management Agency Personnel

SUBJECT: US Army Installation Management Agency Policy Memorandum #X, Title

1. REFERENCES.

a. See reference formats in AR 25-50, Preparing and Managing Correspondence, paragraph 1-31, 3 June 2002.

b. Publications include number, title, and date.

c. Correspondence includes type of correspondence, organization of origin, office symbol, date, and subject of the correspondence.

2. PURPOSE. To provide guidance to all US Army Installation Management Agency (IMA) personnel on the (policy title).

3. APPLICABILITY. These procedures are applicable to all civilian (and/or military) personnel assigned to and/or under the operational control of IMA.

4. POLICY.

5. PROCEDURES. As applicable.

6. PROPONENT. The (proponent office) is the proponent for this IMA policy. The point of contact is (policy POC, by title) at commercial (Area Code) ____-____, or DSN ____-____.

JOHN A. MACDONALD
Brigadier General, USA
Director